

Z. Tents & Fences

If you're planning to have a tent and/or fencing at your event, you are required to submit tent & fence details as part of your Site Plan due upon submission of your Special Event Permit Application.

The following tent and fence details should be included and identified on your Site Plan:

- The property boundaries on which the tent and/or fencing will be placed.
- The location and dimensions of the tent and/or fencing, with respect to property boundaries and existing site improvements (e.g., buildings, parking lot driving aisles, parking spaces, etc.). The drawing must be to scale and show the tent and existing improvements, with measurements demonstrating separation.
- Method for securing tents (see below)

All tents are subject to inspection by Building Services, Parks & Recreation, and/or Salina Fire Department.

Tent Regulations:

The following are basic rules for tents, canopies, or other membrane structures and do not cover all code requirements contained in the Kansas Fire Prevention Code or the 2012 International Fire Code, the currently adopted fire code for the City of Salina.

- Canopies or membrane structures shall have at least one exit. If the occupant load exceeds ten or more people, the structure shall require two exits. Exits shall be maintained unobstructed. If doors are installed, doors shall swing in the direction of exit travel. If an exit is covered by a curtain, curtains shall be of a color or colors that contrast the color of the tent and be constructed of flame-resistant material.
- Membrane structures, tents, or canopies shall have a permanently affixed label showing that the material is fire resistant. Material may also be sprayed with a fire retardant, and the vendor will need to provide certification that the material has been treated with a flame retardant in an approved manner and that it meets the requirements of NFPA 701.
- Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside tents, canopies, or membrane structures unless approved by the fire code official. The fire code official has the authority to approve an open flame or exposed flame appliance considered to be a minimal fire hazard.
- Portable open flame devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in such a manner as to prevent the flame from contacting combustible material.
- Smoking shall not be permitted in tents, canopies, or membrane structures. Smoking over food preparation or cooking areas is also not permitted.

Securing Tents:

All tents need to be anchored, no matter what size they are. For more detailed tent anchoring requirements, see BLF-293 Tent Anchoring Requirements [here](#). The City of Salina and the Parks & Recreation Department prefer the use of water weights.

Staking

Staking is permissible in some event locations. While staking is allowed in City parks, it requires preapproval from the Parks & Recreation Department. Staking into concrete or asphalt is not allowed in any event location.

Building Services and/or Fire Marshall require verification that staking methods are code compliant. The event organizer is responsible for contacting Kansas811 to locate underground utilities before digging or installing stakes.

Weights

If staking is not allowed at your event location or is not approved for your event for other reasons, you will be required to use water barrels, ballasts, totes, sandbags, or other weights to secure your tent(s). This is the preferred method of anchoring your tents.

Keep in mind that not all event locations have water access to fill water barrels, ballasts, or totes. If using water weights, the disposal of liquids down public drains is prohibited. Liquids must be appropriately disposed of per City regulations. This applies to any and all types of liquids used as part of your event, including but not limited to dunk tanks, grey water, etc.

Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions regarding tent allowances, inspection requirements, or vendor regulations.